



DEFENSE LOGISTICS AGENCY Document Services



DACS Document Management

Capture, organize, manage and route electronic documents

A foundational investment in DACS Document Management will allow you to:

- Implement good corporate governance practices and reduce the risk of non-compliance
- Improve employee productivity through faster and easier information retrieval
- Increase return on investment through accelerated productivity and low cost of deployment and ownership
- Leverage other technology investments by scaling DACS Document Management to grow with your needs

In today's organizational environment, organizing, managing and sharing documents is critical to your success. To maintain competitive advantage, you need quick and easy access to your mission-critical information so you can spend more time doing what you do best -- serving your customers.

DACS Document Management provides the essentials to help you reduce the amount of time and effort spent managing your documents. Securely capture, organize and control all forms of electronic documents in a centralized repository. Begin improving productivity by controlling, automating and auditing document-centric business processes.

As organizations grow, managing thousands or even millions of paper and electronic documents is increasingly time consuming and costly. Much of this information can become lost or buried within email systems or across shared drives. Without an effective means of capturing and organizing documents, the flow of information either breaks down or becomes stagnant. Without a centralized knowledge base, outdated documents cause confusion and can become difficult to eradicate. Consolidating all of your information assets in a secure repository can significantly reduce the amount of time you spend managing documents.

Organize and share information in a single repository

DACS Document Management is a powerful, fully integrated system that delivers the essential capabilities for managing mission-critical documents. Access, store and manage millions of files in an organized, hierarchical structure. Version control and audit trail functions ensure both accuracy and currency. Powerful search functionality allows users to easily find what they need, when they need it. Classifications and metadata identify content authors and stakeholders so users can quickly find subject matter experts.

DACS Document Management Features

Repository and library services	Capture, store and organize information in personalized workspaces.
Knowledge classification	Apply rich metadata to enhance query precision. Classify documents by applying pre-existing taxonomic classifications, categories or attribute values.
Information retrieval	Index most file formats and taxonomy classifications. Advanced search functions, including full-text, metadata, XML and natural language searching; result ranking, summarization, clustering, hit highlighting, content filtering, virtual folders and more.
Support for any file type	Handle numerous file types including engineering drawings, system reports, email messages, periodicals, or rich media. Zip, download, email or print multiple documents.
Version control	Manage the history of documents with version control and revision management. Designate noteworthy document versions. Create static pointers to specific versions to create a generation, or to specify published versions.
Integrated workflow	Design flexible and powerful process automation tools for change management, document review, or approvals. Web forms streamline the data entry process.
Audit trails	Comprehensive audit trail functionality records the date and time of an action, who performed it, a description of it and related document activities such as who worked on it, reserved it and more. Integrated notification capabilities inform users whenever relevant content within the repository is updated.
Access control	Up to nine levels of permissions can be configured to prevent unauthorized access. Assign roles and groups, control whether users can see documents, view their contents and modify or delete them.
Desktop integration	Integrate with familiar Microsoft Office desktop productivity tools. Users can drag and drop files from Windows Explorer directly into the unified repository.
Regulatory compliance	Implementing a secure and scalable document management solution and adopting proven best practices will help you achieve information governance and regulatory compliance mandates.
Rapid deployment and adoption	A Web-based interface and open architecture make document management quick to deploy.

Empower your employees

Enable employees to perform their daily work more efficiently and more accurately. Critical information from across your organization can be quickly consolidated within a centralized, Web-based interface. Each user has access to personal workspace, which can be customized to suit individual preferences and enhance the overall user experience. By allowing users to organize information intuitively, they can quickly access what they need, when they need it. Providing employees with a convenient place for housing shared documents means significantly less content is left unmanaged in email and shared network drives.

By employing document management essentials, you can more effectively manage and disseminate information. The core library services are seamlessly integrated with process automation tools. All important activities and information can be routed into the work stream, allowing critical data to be included with key tasks and assignments.

Ensure your employees have access to the latest and most updated information. Mitigate your exposure to risk; meet industry standards by incorporating compliance measures for document retention into your daily activities.

Orchestrate people, process and content to achieve strategic success

You can use DACS Document Management to realize the benefits of employee knowledge, improve work processes and maximize the value of corporate information. DACS Document Management brings together the best people in your agency and connects them to your organizational partners, supplier and customers. It helps to streamline organizational activities by improving access to information content, making the most of employee knowledge.

Because DACS Document Management is scalable, easy to access and integrates easily with leading legacy systems, you can extend your enterprise to significantly improve productivity, increase efficiencies and bring products to market faster with lower associated development costs.